



**GETTYSBURG BOROUGH STORM WATER AUTHORITY
TROXELL COUNCIL CHAMBERS
59 E. HIGH STREET, GETTYSBURG, PA 17325
(GBSWA) JULY 12, 2021 MEETING MINUTES**

PRESENT: Members of the Board: Michael S. Malewicki, Chair; John D. Lawver, Jr., Vice-Chair and Councilor; and Wesley K. Heyser, Secretary and Councilor; **Absent Members of the Board:** Charles Strauss, Member; and Patrick L. Naugle, Member; **GBSWA Officials:** Charles R. Gable, Administrative Manager; Solicitor Adam D. Boyer, Barley Snyder; Borough Engineer Chad M. Clabaugh, C.S. Davidson; Director of Historic and Environmental Preservation Debra English; and Recording Secretary Karen Mesher; **Borough Staff Present:** Public Works Director Robert Harbaugh; **Members of the Public:** None present.

GBSWA – Call to Order

Chair Malewicki called the meeting to order at 6:00 PM

Welcome and Opening Remarks

Chair Malewicki welcomed everyone to tonight's meeting of the Authority and announced that a quorum of three members was present.

Announcements

There were no announcements at this time.

Approval of Agenda, Minutes, Bills

Chair Malewicki requested a motion to accept the July 12, 2021 GBSWA Meeting Agenda as presented, the June 14, 2021 GBSWA Meeting Minutes as submitted, and to approve all bills and payroll as presented. Vice-Chair Lawver made a **motion**, and Secretary Heyser seconded. The motion carried **3-to-0** without dissention.

Public Comment for Items on the Meeting Agenda

There was no public comment at this time.

Financial Update

- **Revenue / Expense Report - Gable**

Administrative Manager Gable updated the Authority on the GBSWA financials for the month of July 2021 as presented in his monthly report to the Board to include invoices, checks issued by vendor name, monies collected to date, expenses, and a brief explanation of staff salaries that is reflected in the GBSWA service agreement between the Authority and the Borough. He told the Authority that cash on hand to date is \$212,000.00 on top of the \$150,000 Certificate of Deposit (CD) that was taken out this past week; and that the Authority is in a good financial position over all.

- **Audit Update/DCED Reporting – Gable**

Administrative Manager Gable updated the Authority on the GBSWA audit, noting that it is not completed to date but is moving along with the Borough audit. He said that DCED will be notified when

it is complete. Solicitor Boyer told the Authority that the auditors, Maher Deussel, will submit the completed audit report to DCED, and that a financial statement will follow.

Current and Old Business

A. Updates

a) 2021 Storm Water Fees – *English*

i. Bills Issued – Director English told the Authority that 1,897 bills were mailed out on June 15, 2021.

ii. Fees Collected – Director English said that \$145,000 in payments out of a total \$513,700 for 2021 was collected in payments to date (approximately \$5,000 in payments per day); and that 79 property owners on the quarterly payment plan have until September 30, 2021 to submit their first-quarter payments.

b) 2020 Liens- *English/Boyer*

Director English said that 90 property owners to date have not submitted their payments for 2020, and that a final notice will be sent out on August 1st stating that they have 30 days (or until August 31st) to make their payments. She said updated the Authority on the 2019 Liens Due, and that 28 property owners out of 45 total liens are still due and will be filed at the Adams County Courthouse in August. Director English will track all payments to follow payment trends and to improve payment processes.

c) BMP Inspections – *English/Clabaugh*

Director English updated the Board on the GBSWA BMP inspections. She said that the field inspections are on hold for two weeks so that she can accept and process payments from the recent 2021 billing; and said that Gettysburg College inspections are scheduled for this fall. Engineer Clabaugh said that property owners must maintain their BMP records and make them available during inspections so that results could be submitted to DEP.

d) Culp's Run Stream Restoration – *English/Clabaugh*

Engineer Clabaugh updated the Authority on the Culp's Run Restoration, stating that the DEP permit has been submitted and that the NTWF grant application has been submitted; and that all limits for disturbance for the NPS archeological study were worked out with the surveyors. He said that the NPS archeological survey will begin on July 12th.

e) GMA-Sewer Headwall Collapse – *English/Clabaugh*

Engineer Clabaugh said that Gettysburg Municipal Authority has been proactive addressing issues as they arise and will make notification when the job is complete.

B. Engineer's Report

a) South Street Project – *Clabaugh*

Engineer Clabaugh updated the Authority on the South Street project, noting that it is a three-phase project. He said that there are three elements: two CDB funded phase: lighting/electrical and curbing/sidewalk; and that the third element, storm drain design component, is complete, and that the specs are ready to go out for bid. He said that the project estimate came in originally at \$90,000, but after adding the Schimmelfennig Alley part which has increased to \$114,785 (to include material costs increases), the project is on schedule.

b) Shippensburg Physical Therapy – *Clabaugh*

Engineer Clabaugh this project is on hold, and that the conditional approval was granted by GBSWA. He noted that the contractor had submitted revised plans/HOP; but the Stormwater agreement is still outstanding and is not ready for Council approval. The contractor would like to move forward with the project as soon as possible.

Chair Malewicki called for the following motion:

A motion to authorize the Storm Water Authority Engineer to advertise the South Street Storm Sewer Improvements Project for public bidding.

Vice-Chair Lawver made the motion, and Secretary Heyser seconded. The motion carried **3-0** without dissention.

New Business

There was no new business at this time.

Public Comment for Items Not on the Agenda

There was no public comment at this time.

Adjournment

Chair Malewicki requested a motion to adjourn. **Motion** was made by Vice-Chair Lawver, **seconded** by Secretary Heyser, and passed **3-to-0** without dissention. Meeting adjourned at 6:18 PM.

Respectfully submitted by:

Karen Mesher, Planning Management Assistant
GBSWA Recording Secretary